

PROCEDURES FOR POTENTIAL LITIGATION ISSUES

It is your responsibility to report to your states Bureau of Licensure and Certification, Health Care Services and our insurance company, any of the following:

- *Fractures of any kind*
- *Serious head injuries*
- *Hospitalization resulting from injury or unusual occurrences*
- *Any and all allegation of physical, isolation of a resident, sexual or verbal abuse*
- *Medication errors that require treatment*
- *Elopement for the facility*
- *Suicide or attempted suicide*
- *Major illness outbreak*
- *All visitor incidents*
- *Threatening complaints or allegations*
- *Negative media release*
- *Attorney request for records and*
- *Evacuation of residents per your policy requirements*

The Administrator must notify the above agencies or company within 24 hours of the event. **PLEASE MAKE SURE YOU USE THE CORRECT FORM FOR REPORTING.** Contact your state board of health for the correct forms.